



Cedar Hill Library Media Center Volunteer Signup

The library schedule for grades 1-5 will have a Week A and a Week B cycle. Therefore, students in grades 1-5 will have a fixed schedule for coming into the library every second week. Grades 1-5 will have a flexible time schedule on the alternate week that they do not have a fixed schedule which will accommodate weekly book selection and research. Kindergarten comes to the library every week at a set time

- **Grades 1-5 Circulation Clerks** check books in/out and shelve books. Two parents will be assigned per class to work on Week A or Week B.
- **Kindergarten Circulation Clerks** check books in/out and shelve books. Two parents will be assigned per class to work every second week.
- **Shelf readers** will organize and place in proper order an assigned section of the library. This work can be performed at a time convenient to you once every 1-2 weeks and will take about 30 minutes.
- The area of **Book Repair** requires a time commitment of approximately 60 minutes per week or every other week, and can be performed at a time convenient to you. Since the training for this task is quite involved, we ask that you select this as a job to which you can remain committed.

If you would like to volunteer in the library, please print the second page of this notice, fill in the information, and return it immediately in an envelope marked "Library Volunteer" to your child's teacher. We will notify you of your volunteer assignment and the schedule for training sessions. If you have any questions, please call Connie Rose at 204-2639 ext. 116.

YOUR NAME _____ PHONE _____

EMAIL ADDRESS _____

CHILD'S NAME _____ TEACHER _____

I would like to volunteer for the following (please check all areas in which you are interested in helping):

Circulation Clerk

(Please circle your child's class)

DAY	WEEK A	WEEK B
Monday	Newton-5 (9:50-10:40) Messier-4 (12:30-1:20) Sedorak-4 (1:20-2:10)	Smerillo-1 (2:10-3:00)
Tuesday	DV-5 (9:50-10:40) Kovacs-4 (12:30-1:20) Westergom-4 (2:10-3:00)	Stern-2 (9:00-9:50) Freisen-1 (1:20-2:10)
Wednesday	Taxeras-5 (9:50-10:40) Cicchino-5 (10:50-11:40) Licata-1 (1:20-2:10) LoGrasso-3 (2:10-3:00)	
Thursday	Uhler-3 (9:50-10:40) Moran-1 (1:20-2:10) DeFilippis-3 (2:10-3:00)	Teevan-2 (9:00-9:50)
Friday	Heitmann-2 (10:50-11:40) Scheffler-2 (2:10-3:00)	Nollkamper-3 (9:50-10:40)

Kindergarten Circulation Clerk (Circle desired class):

Davignon-K (11:40-12:05) Wednesday

O'Leary-K (11:40-12:05) Thursday

Edwards-K (12:05-12:30) Wednesday

Sarnowski-K (11:40-12:05) Friday

Shelf Reading

Book Repair